

April 15, 2004

AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
APRIL 15, 2004

- I. OPENING OF MEETING AT 9:00 A.M. AT 160 NORTH LA SALLE STREET,  
SUITE S-901, CHICAGO, ILLINOIS
  
- II. PRESENT
  
- III. APPROVAL OF MINUTES OF REGULAR MEETING HELD MARCH 18, 2004

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR  
MEETING HELD MARCH 18, 2004?**

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	104	5
Agriculture .....	523	14
Arts Council .....	21	1
Banks and Real Estate.....	257	8
Central Management Services.....	1,213	65
Children and Family Services .....	3,461	38
Commerce & Econ. Opportunity .....	509	58
Corrections .....	14,403	109
Criminal Justice Authority .....	75	3
Deaf and Hard of Hearing Comm. ....	6	1
Developmental Disabilities Council ...	13	1
Elections Board.....	53	1
Emergency Management Agency .....	108	1
Employment Security.....	1,972	25
Environmental Protect. Agency .....	1,141	12
Financial Institutions.....	82	5
Guardianship and Advocacy .....	112	6
Historic Preservation Agency .....	195	5
Human Rights Commission .....	11	2
Human Rights Department.....	138	7
Human Services .....	15,807	60
Industrial Commission .....	165	8
Insurance .....	329	7
Investment Board .....	4	1
Labor .....	80	7
Labor Relations Board Educational ...	16	2
Labor Relations Board State .....	19	2
Law Enforce. Trng. & Standard Bd. ...	25	1
Military Affairs .....	142	3
Natural Resources .....	1,664	28
Pollution Control Board.....	25	3
Professional Regulation .....	246	17
Property Tax Appeal Board .....	22	2
Public Aid .....	2337	20
Public Health.....	1,125	27
Revenue.....	2,219	44
State Fire Marshal .....	124	7
State Police.....	1,509	6
State Police Merit Board .....	5	1
State Retirement System .....	80	1
Transportation .....	4,274	1
Veterans Affairs .....	1,130	3
TOTALS .....	55,744	618

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

B. Governing Rule - Jurisdiction B Exemptions

- a) Before a position shall qualify for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the position shall be directly responsible to:
  - 1. The Governor, or
  - 2. A departmental director or assistant director appointed by the Governor, or
  - 3. A board or commission appointed by the Governor, or
  - 4. The head of an agency created by Executive Order, or the director or assistant director of an agency carrying out statutory powers, whose offices are created by the Governor subject to legislative veto under Article V, Section 11, of the Constitution of 1970, which agency head, director, or assistant director may themselves be subject to exemption under Section 4d(3), or
  - 5. In an agency having a statutory assistant director, a deputy director exercising full line authority under the director for all operating entities of the agency, provided the statutory role of assistant director is vacant or is assigned clearly distinct and separate duties from the deputy director and as a colleague to him, or
  - 6. A line position organizationally located between the director and/or assistant director and a subordinate statutorily exempt position(s), provided the position proposed for exemption has line authority over the statutory exempt position(s), or
  - 7. The elected head of an independent agency in the executive, legislative, or judicial branch of government.
- b) If a position meets the above criterion, it must, in addition, be responsible for one or more of the following before it shall be approved as exempt:
  - 1. Directs programs defined by statute and/or departmental, board, or commission policy or possess significant authority when acting in the capacity of a director of programs to bind the agency.
  - 2. Makes decisions in exercising principal responsibility for the determination or execution of policy which fix objectives or state the principles to control action toward operating objectives of one or more divisions, such decisions being subject to review or reversal only by the director, assistant director, board or commission.
  - 3. Participates in the planning and programming of departmental, board, or commission activities, integrating the plans and projections of related divisions, and the scheduling of projected work programs of those agencies.

\* \* \*

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

C. Department of Central Management Services – Proposed Exemption

**The following 4d(3) request for exemption was continued at the March 18, 2004, meeting until April 15, 2004.**

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-32-000-00-01
Bureau/Division:	Bureau of Benefits/Risk Management Division
Incumbent:	Vacant
Supervisor:	Deputy Director of the Bureau of Benefits SPSA 40070-37-30-000-01-01
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

1. As Risk Management Manager, this position will report to the Deputy Director of the Bureau of Benefits.
2. This position will work with autonomy and has responsibility for the termination and implementation of policy both independently and as a principal policy advisor to the Deputy Director depending on the magnitude of the policy issue which is subject to review and reversal only by the Deputy Director. This authority is amplified by the fact that the programs administered by this position provide services to almost all state agencies, boards and commission and state universities.
3. This position acts independently on behalf of the Department and binds the agency to agreements on behalf of the Department including damage and injury settlements up to a specified monetary amount.
4. This position participates in the planning and programming of departmental activities, integrating the plans and projections of related Divisions within the Bureau of Benefits.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption

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V. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-32-000-00-01
Bureau/Division:	Bureau of Benefits/Risk Management Division
Incumbent:	Vacant
Supervisor:	Deputy Director of the Bureau of Benefits SPSA 40070-37-30-000-01-01
Location:	Sangamon County

D. Illinois Department of Children and Family Services – Proposed Exemption

**The following 4d(3) request for exemption was continued at the March 18, 2004, meeting until April 15, 2004.**

COPY

Dear Chairman Richards:

Director Bryan Samuels of the Department of Children and Family Services is requesting 4d(3) exemption for the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-16-13-100-00-01
Bureau/Division:	Monitoring/Quality Assurance
Incumbent:	Vacant
Supervisor:	SPSA 40070-16-13-000-00-01
Location:	Cook County

Although this position does not meet the reporting criteria of the Commission Rules, considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Mark Magill, Unit Manager, Technical Services Division, at 782-8609.

END OF COPY

COPY

Dear Director Rumman:

I am requesting that the position of Associate Deputy Director for the Division of Monitoring and Quality Assurance for the Department of Children and Family Services be considered for 4d(3) exemption.

This position will function as the Association Deputy Director for the Department's Division of Monitoring and Quality Assurance and serve as principal policy-formulating administrator for all aspects of contract compliance of all direct service

Provider's contracts and program plans statewide, having significant authority to bind the agency to a specific course of action. The incumbent of the position will exercise principal responsibility in making decisions for the determination that direct service contract obligations are performed in compliance with all applicable laws, rules procedures, and policy and performance standards. The incumbent will implement long-term strategic goals associated with contract compliance. Formulating statewide policies and procedures, this position will serve on Director's Executive Staff, providing legal and administrative expertise relating to contract compliance.

Reporting directly to the Deputy Director of the Division of Monitoring and Quality Assurance, the incumbent will work with various DCFS administrators and key stakeholders in the planning and programming of the identification and resolution of contract and program plan ambiguities, conflicts, and deficiencies and will oversee the development of contract program plans for identified service gaps and formulate legal strategies to address those issues. Additionally, the incumbent will draft new rules, contractual terms, and procedures governing the substantive content of contracts and program plans, which would bind the agency to a course of action.

Due to the nature and scope of the duties of this position, as well as the sensitivity of the issues and policy-making responsibilities, I am requesting this position be granted exempt status. Enclosed are the position description, position review/determination form, and organizational chart.

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Your assistance in reviewing and forwarding this clarification to the Civil Service Commission for exemption review is appreciated.

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-16-13-100-00-01
Bureau/Division:	Monitoring/Quality Assurance
Incumbent:	Vacant
Supervisor:	SPSA 40070-16-13-000-00-01
Location:	Cook County

E. Illinois Department of Commerce and Economic Opportunity–Proposed Exemption

**The following 4d(3) request for exemption was continued at the March 18, 2004, meeting until April 15, 2004.**

COPY

Dear Chairman Richards:

Director Lavin of the Illinois Department of Economic Opportunity has requested 4d(3) exemption for the following position:

Position Title:	Senior Public Service Administrator
Position Number:	37015-42-00-020-00-01
Bureau/Division:	Assistant Director's Office
Incumbent:	Vacant
Supervisor:	Assistant Director
Location:	Cook County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Mark Magill, Unit Manager, Technical Services Division, at 782-8609.

END OF COPY

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

I am requesting a 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	37015-42-00-020-00-01
Bureau/Division:	Assistant Director's Office
Incumbent:	Vacant
Supervisor:	Assistant Director
Location:	Cook County

The rationale for requesting this exemption is supported by the following:

- 1) As the executive Assistant to the Assistant Director, this position will report to the Assistant Director.
- 2) In this position, the individual will develop, implement and evaluate policies for the administrative operations of the Assistant Director's Office as well as monitor policy adherence to ensure goals and objectives are achieved. Additionally, this individual will possess full line authority of the Assistant Director to liaison with agency staff, the Governor's Office and other state agencies with program issues pertaining to the Opportunity returns program. This position also serves as spokesperson for the Assistant Director, speaking on his/her behalf and interpreting and explaining the Opportunity Returns program policies, procedures, goals and objectives.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Mike Grady, Director of Human Resources at 217/785-1577.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	37015-42-00-020-00-01
Bureau/Division:	Assistant Director's Office
Incumbent:	Vacant
Supervisor:	Assistant Director
Location:	Cook County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

F. Illinois Department of Revenue – Proposed Exemption

**The following 4d(3) requests for exemption were continued at the March 18, 2004, meeting until April 15, 2004.**

COPY

Dear Chairman Richards:

Director Hamer of the Illinois Department of Revenue has requested 4d(3) exemption of the following positions:

Position Title: Senior Public Service Administrator  
Position Number: 40070-25-07-100-00-01  
Bureau/Division: Legal Services – Special Counsel Office  
Incumbent: John T. Robinson  
Supervisor: General Counsel  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-25-07-120-00-02  
Bureau/Division: Legal Services – Sales/Excise Taxes Office  
Incumbent: Vacant  
Supervisor: General Counsel  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-25-07-140-30-01  
Bureau/Division: Legal Services – Property Tax Law Office  
Incumbent: Vacant  
Supervisor: General Counsel  
Location: Sangamon County

Position Number: 40070-25-07-160-00-01  
Bureau/Division: Legal Services Lottery Legal Division  
Incumbent: Kurt D. Friedland  
Supervisor: General Counsel  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-25-07-210-00-01  
Bureau/Division: Legal Services Special Counsel Office  
Incumbent: Paul G. Badanski  
Supervisor: General Counsel  
Location: Sangamon County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title: Senior Public Service Administrator  
Position Number: 40070-25-07-220-00-01  
Bureau/Division: Legal Services Income Tax Technical Office  
Incumbent: James D. Newbold  
Supervisor: General Counsel  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-25-07-230-00-01  
Bureau/Division: Legal Services – Liquor Control Commission  
Incumbent: Vacant  
Supervisor: General Counsel  
Location: Cook County

Although these positions do not meet the reporting criteria of the Commission Rules and considering similarities of these positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of each position description, together with each agency letter of request and organization charts. If additional information is required, please contact Tricia Pineda in Internal Personnel at (217) 782-7639.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-25-07-100-00-01  
Bureau/Division: Legal Services – Special Counsel Office  
Incumbent: John T. Robinson  
Supervisor: General Counsel  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-25-07-120-00-02  
Bureau/Division: Legal Services – Sales/Excise Taxes Office  
Incumbent: Vacant  
Supervisor: General Counsel  
Location: Sangamon County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title: Senior Public Service Administrator  
Position Number: 40070-25-07-160-00-01  
Bureau/Division: Legal Services Lottery Legal Division  
Incumbent: Kurt D. Friedland  
Supervisor: General Counsel  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-25-07-210-00-01  
Bureau/Division: Legal Services Special Counsel Office  
Incumbent: Paul G. Badanski  
Supervisor: General Counsel  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-25-07-220-00-01  
Bureau/Division: Legal Services Income Tax Technical Office  
Incumbent: James D. Newbold  
Supervisor: General Counsel  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-25-07-230-00-01  
Bureau/Division: Legal Services – Liquor Control Commission  
Incumbent: Vacant  
Supervisor: General Counsel  
Location: Cook County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

G. Illinois State Police – Proposed Exemption

**The following 4d(3) request for exemption was continued at the March 18, 2004, meeting until April 15, 2004.**

COPY

Dear Chairman Richards:

Director Trent of the Illinois State Police has requested 4d(3) policy exemption of the following positions:

Position Title:	Senior Public Service Administrator
Position Number:	40070-21-11-000-00-01
Bureau/Division:	Administration
Incumbent:	Vacant
Supervisor:	Deputy Director, Division of Administration, Sworn Officer
Location:	Sangamon County

Position Title:	Senior Public Service Administrator
Position Number:	40070-21-12-000-00-01
Bureau/Division:	Administration
Incumbent:	Vacant
Supervisor:	Deputy Director, Division of Administration, Sworn Officer
Location:	Sangamon County

These positions do not meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of each position description, the agency's letter of request and organization charts. If additional information is required, please contact Mark Magill, Unit Supervisor at 782-8609 in the Division of Technical Services.

END OF COPY

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

The Illinois State Police is requesting 4d(3) policy exemption for the following positions:

Position Title: Senior Public Service Administrator  
Position Number: 40070-21-11-000-00-01  
Bureau/Division: Administration  
Incumbent: Vacant  
Supervisor: Deputy Director, Division of Administration, Sworn Officer  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-21-12-000-00-01  
Bureau/Division: Administration  
Incumbent: Vacant  
Supervisor: Deputy Director, Division of Administration, Sworn Officer  
Location: Sangamon County

Position 40070-21-11-000-00-01 serves as the Chief of the Human Resource Bureau. Position 40070-21-12-000-00-01 serves as the Chief of the Fiscal Management Bureau. Due to the nature and scope of the duties of these positions, as well as the sensitivity of the issues encountered, I am requesting these positions be granted exempt status. Enclosed are position descriptions and an organizational chart of our agency.

Your early review and positive presentation of this proposal to the Civil Service Commission would be greatly appreciated. If additional information is needed, please contact Ms. Katherine Parmenter, Acting Chief, Human Resource Bureau, at 217/785-1325, so that we may respond most effectively and expeditiously.

END OF COPY

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-21-11-000-00-01  
Bureau/Division: Administration  
Incumbent: Vacant  
Supervisor: Deputy Director, Division of Administration, Sworn Officer  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-21-12-000-00-01  
Bureau/Division: Administration  
Incumbent: Vacant  
Supervisor: Director, Division of Administration, Sworn Officer  
Location: Sangamon County

H. Illinois Department of Agriculture – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services:

COPY

Dear Chairman Richards:

Director Hartke of the Illinois Department of Agriculture has requested 4d(3) exemption of the following established position.

Position Title: Senior Public Service Administrator  
Position Number: 40070-11-01-000-00-01  
Division: Office of the Director  
Incumbent: Tom Jennings  
Supervisor: Director  
Location: Sangamon

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption. To facilitate your staff's review, I have enclosed copies of the position description, agency's letter of request and organization charts. If additional information is required, please contact Maribeth Moore, Unit Manager at 782-3877 in the Division of Technical Services.

END OF COPY

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

We are proposing the exemption of a new Senior Public Service Administrator, Opt. 5 (40070-11-01-000-00-01) as provided in exempt Code Section of the Personnel Code.

This position reports directly to the Director of Agriculture and serves as Chief of Staff for the Department. Acts in full authority for the Director performing highly complex assignments in the conceptualizing, planning, developing and interpreting of agency-wide procedures and policies to provide increased efficiency and improved communications in the Agency.

On behalf of the Director, they will also serve in a liaison capacity with the Office of the Governor.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position.

If additional information is needed, please contact Tammy Payne at 217/785-5099. Thank you for your assistance in this matter.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-11-01-000-00-01
Division:	Office of the Director
Incumbent:	Tom Jennings
Supervisor:	Director
Location:	Sangamon

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

I. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services:

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-31-000-01-01
Bureau/Division:	Bureau of Benefits/Group Insurance Div. Mgr.
Incumbent:	Vacant
Supervisor:	Deputy Director of the Bureau of Benefits SPSA – 40070-37-30-000-01-01
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

1. As Group Insurance Division Manager, this position will report to the Deputy Director of the Bureau of Benefits.
2. This position will work with autonomy and has principal responsibility for the determination and implementation of policy both independently and as a principal policy advisor to the Deputy Director depending on the magnitude of the policy issue which establishes objectives and states the principles towards operating objectives of the Group Insurance Division which are subject to review and reversal only by the Deputy Director. This authority is amplified by the fact that the programs administered by this position provide services including the State Health Insurance Program, State Life Insurance Program, Local Government Health Insurance Program, Teachers' Retirement Insurance Program, College Health Insurance Program and flexible spending programs which are responsible for the provision of benefits for employees and employees' dependents and/or retirees for all State Agencies, Boards and Commissions under the jurisdiction of the Governor, other elected officials' offices, the State University System, Retired Downstate Teachers, retired Community College Teachers, Local Government Units and contractors.
3. The Group Insurance Division Manager directs the five programs named in the preceding paragraph which are programs defined by statute.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

4. This position participates in the planning and programming of departmental activities, integrating the plans and projections of related Divisions within the Bureau of Benefits.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-31-000-01-01
Bureau/Division:	Bureau of Benefits/Group Insurance Div. Mgr.
Incumbent:	Vacant
Supervisor:	Deputy Director of the Bureau of Benefits SPSA – 40070-37-30-000-01-01
Location:	Sangamon County

J. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services:

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-33-000-01-02
Bureau/Division:	Bureau of Benefits/Deferred Compensation Div. Mgr.
Incumbent:	Vacant
Supervisor:	Deputy Director of the Bureau of Benefits SPSA 40070-37-30-000-01-01
Location:	Sangamon County

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

The rationale for requesting this exemption is supported by the following:

1. As Deferred Compensation Division Manager, this position will report to the Deputy Director of the Bureau of Benefits.
2. This position will work with autonomy and has responsibility for the determination and implementation of policy both independently and as a principal policy advisor to the Deputy Director depending on the magnitude of the policy issue which establishes objectives and states the principles towards operating objectives of the Deferred Compensation Division which are subject to review and reversal only by the Deputy Director. This authority is amplified by the fact that the programs administered by this position provide Deferred Compensation benefits to employees, retirees and beneficiaries for all State Agencies, Boards and Commissions under the jurisdiction of the Governor, other elected officials' offices, the State University System and contractors.
3. The Deferred Compensation Division Manager directs the Illinois State Employees' Deferred Compensation Program responsible for managing an average of \$150 million in payroll deferrals, accumulated investment interest and other monetary receipts annually.
4. This position participates in the planning and programming of departmental activities, integrating the plans and projections of related Divisions within the Bureau of Benefits.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-33-000-01-02
Bureau/Division:	Bureau of Benefits/Deferred Compensation Div. Mgr.
Incumbent:	Vacant
Supervisor:	Deputy Director of the Bureau of Benefits SPSA 40070-37-30-000-01-01
Location:	Sangamon County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

K. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services:

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-34-000-01-01
Bureau/Division:	Bureau of Benefits/Benefits Management Div. Mgr.
Incumbent:	Vacant
Supervisor:	Deputy Director of the Bureau of Benefits SPSA 40070-37-30-000-01-01
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

- 1) As Benefits Management Division Manager, this position will report to the Deputy Director of the Bureau of Benefits.
- 2) This position will work with autonomy and has principal responsibility for the determination and implementation of policy, which establishes objectives and states the principles towards operating objectives of the Benefits Management Division, which are subject to review and reversal only by the Deputy Director. This authority is amplified by the fact that the programs administered by this position provide consultative, support and analytical services to the Group Insurance, Deferred Compensation and Risk Management Division which provide benefits to members and members' dependents and/or retirees for all State Agencies, Boards and Commissions, other elected officials' offices, the State University System, Retired Community College Teachers, Local Government Units and contractors.
- 3) The Benefits Management Division Manager participates in the planning and programming of departmental activities, integrating the plans and projections of all Divisions within the Bureau of Benefits, especially those involving legislative issues and liaison functions, analytical support, and strategic planning initiatives for which this position is the primary resource for the Bureau.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3)

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-34-000-01-01
Bureau/Division:	Bureau of Benefits/Benefits Management Div. Mgr./
Incumbent:	Vacant
Supervisor:	Deputy Director of the Bureau of Benefits SPSA 40070-37-30-000-01-01
Location:	Sangamon County

L. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services:

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-15-04
Bureau/Division:	Program Management Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

The rationale for requesting this exemption is supported by the following:

- 1) Under direction of the Director of Central Management Services (CMS), serves as the initiative Administrator for the Program Management Office as policy formulating administrator in the planning, directing, implementing and overseeing of all aspects of initiatives coordinated by the Program Management Office; serves as an expert authority in collaboration with the Director, the

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

senior management of the areas directly impacted by the initiatives, including the CMS Bureau of Strategic Sourcing and Procurement responsible for the centralization of statewide procurement called for in the Governor's Budget Briefing Address, the Bureau of Strategic Sourcing and Procurement and the CMS Bureau of Support Services Division of Vehicles responsible for the Fleet Management Study called for in Section 3 of Executive Order 2 (Executive Order Mandating a Freeze on the Acquisition of State motor vehicles and the implementation of a Comprehensive Review of Potential Cost Savings Associated with State Motor Vehicles) and the Bureau of Communications and Computer Services overseeing the centralization of information technology functions to CMS called for by Senate Bill 872 and other areas of CMS supporting the initiatives, in the planning of all aspects of policy development guiding the operational administration of all the initiatives and ensuing management of entities impacted by the initiatives.

- 2) The Initiative Administrator possesses significant authority when acting in the capacity of the Director to bind the agency to courses of action on issues related to CMS-led initiatives. This position also makes determinations in exercising principal responsibility for the determination and execution of policies, which fix objectives and state the principles to control action towards operating objectives of more than one division in CMS, which have operational ramifications for all agencies, boards and commissions, which are served by CMS as a result of initiatives. These decisions being subject to review or reversal only by the Director.
- 3) The Initiative Administrator of the Program Management Office is integrally involved in the planning and programming of departmental activities and integrating the plans and projections of related operations for all organizational entities involved in initiatives and impacting those in all other agencies, boards and commissions served by these organizational entities.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-15-04
Bureau/Division:	Program Management Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

M. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services:

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-15-03
Bureau/Division:	Program Management Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook

The rationale for requesting this exemption is supported by the following:

1. Under direction of the Director of Central Management Services (CMS), serves as the Consolidation Administrator for the Program Management Office responsible as policy formulating administrator in the planning, directing, implementing and administering of all multi-jurisdictional aspects of project administration to bring to fruition the consolidations empowered by Executive Order 10 and the ensuing ongoing administration of consolidation enhancements coordinated by the Project Management Office including: serves as an expert authority in collaboration with the Director, the senior management in all operational areas involved in these consolidations, private consultants and contractors, in the planning and development of all aspects of policy development of statewide consolidation management oversees ongoing analysis of consolidation operational

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

- components to identify areas for potential enhanced control leading to greater efficiency for the consolidation functions.
2. This position possesses significant authority when acting in the capacity of the Director to bind the agency to courses of action on issues related to consolidations. This position also makes determinations in exercising principal responsibility for the determination and execution of policies, which fix objectives and state the principles to control action towards operating objectives of more than one division in CMS, which have operational ramifications for all agencies, boards and commissions, which are served by CMS as a result of consolidations. These decisions being subject to review or reversal only by the Director.
  3. The Consolidation Administrator of the Program Management Office is integrally involved in the planning and programming of departmental activities and integrating the plans and projections of related operations for all organizational entities involved in consolidations and impacting those in all other agencies, boards and commissions served by these organizational entities.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-15-03
Bureau/Division:	Program Management Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

N. Illinois Department of Central Management Services

The following recommendation and supporting materials were received from the Director of Central Management Services:

COPY

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-15-02
Bureau/Division:	Program Management Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

The rationale for requesting this exemption is supported by the following:

1. Under the Director of Central Management Services (CMS), serves as the Process Administrator for the Program Management Office performing a broad spectrum of policy-making, initiative-tracking, facilitative and review functions and serving as agency spokesperson in order to insure that all phases of progress for all CMS-led consolidations and initiatives are being met in a timely and effective manner including: serves as an expert authority in collaboration with the Director and the senior management in all operational areas involved in these consolidations and initiatives in the development of policies, procedures and guidelines associated with priority establishment and initiative tracking methodologies.
2. The Process Administrator possesses significant authority when acting in the capacity of the Director to bind the agency to courses of action on issues related to consolidations and initiatives. This position also makes determinations in exercising principal responsibility for the determination and execution of policies which fix objectives and state the principles to control action towards operating objectives of more than one division in CMS which have operational ramifications for all agencies, boards and commissions which are served by CMS as a result of consolidations and initiatives. This position possesses authority to reallocate agency resources of the various organizational entities involved in consolidations and initiatives in order to redirect resources to higher priority issues to insure completion of tasks in order of importance and urgency set forth in consultation with the Director. Responsibilities include working in concert with the Director and senior management to define parameters, intent and results for consolidations and initiatives. These decisions being subject to review or reversal only by the Director.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

3. The Process Administrator of the Program Management Office is integrally involved in the planning and programming of departmental activities and integrating the plans and projections of related operations for all organizational entities involved in consolidations and initiatives and impacting those in all other agencies, boards and commissions served by these organizational entities.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-15-02
Bureau/Division:	Program Management Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

O. Illinois Department of Central Management Services–Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Illinois Department of Central Management Services.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-15-01
Bureau/Division:	Program Management Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

The rationale for requesting this exemption is supported by the following:

1. Under direction of the Director of Central Management Services (CMS), serves as the Finance Administrator for the Program Management Office responsible as policy formulating administrator in planning, directing, implementing and administering of all aspects of fiscal administration and ongoing administration of fiscal management for all CMS-led consolidations and initiatives coordinated by the Project Management Office including: serves as an expert authority, in collaboration with the Director, the senior management in all operational areas involved in these consolidations and initiatives, the CMS Chief Fiscal Officer and the Office of Management and Budget, in the planning and development of all aspects of policy development of fiscal administration for statewide consolidation and initiative management.
2. The Finance Administrator possesses significant authority when acting in the capacity of the Director to bind the agency to courses of action on fiscal issues related to consolidations and initiatives. This position also makes determinations in exercising principal responsibility for the determination and execution of policies which fix objectives and state the principles to control action towards operating objectives of more than one division in CMS which have fiscal ramifications for all agencies, boards and commissions which are served by CMS as a result of consolidations and initiatives. These decisions being subject to review or reversal only by the Director.
3. The Finance Administrator of the Program Management Office is integrally involved in planning and programming of departmental activities and integrating the plans and projections of related fiscal operations for all organizational entities involved in consolidations and initiatives, and impacting those in all other agencies, boards and commissions served by these organizational entities.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-37-00-000-15-01  
Bureau/Division: Program Management Office  
Incumbent: Vacant  
Supervisor: Director  
Location: Cook County

P. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) exemption of the following position:

Position Title: Senior Public Service Administrator  
Position Number: 40070-37-60-000-01-07  
Division: Bureau of Property Management  
Incumbent: Vacant  
Supervisor: Deputy Director-SPSA-40070-37-60-000-01-02  
Location: Sangamon County

The rationale for requesting this exemption is supported by the following:

1. As Client Manager #1 – Department of Corrections, this position will report to the Deputy Director of the Bureau of Property Management. This Client Manager also has substantial reporting responsibilities to the Director of the Department of Corrections particularly on issues regarding restructuring of facility utilization, relocation of facilities and reorganizations of facilities management staff within the Department of Corrections.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

2. This Client Manager works in concert with the Deputy Director on policy formulating, planning, directing, implementing and administering all property management operations for the Illinois Department of Corrections (DOC) in partnership with the Director of IDOC; develops/revises statewide IDOC facilities management policies which fix objectives and state principles to control operating objectives in IDOC impacting all IDOC facilities both owned and leased statewide consisting of approximately 18,300,000 square feet of facility space with authority over an annual operating budget of \$118 million; directs planning and programming for agency-wide activities mandated by Executive Order 10 (Executive Order to Consolidate Facilities Management, Internal Auditing and Staff Legal Functions).
3. Client Manager #1 – Department of Corrections, administers all property management functions for the Department involving directing the planning and programming of departmental activities, integrating the plans and projections of all intra- and interdivisional and departmental organizational groups involved in the property management functions for the client agency including, but not limited to, organizational entities in CMS and client agencies involved in asset management, planning, transactions, property administration, contract services administration, facility management, Capital Development Board staff and all entities involved in the provision of facility and asset management.
4. This position serves as official agency spokesperson on behalf of the Deputy Director to all internal and external entities such as vendors, contractors, the public, and private and federal officials in the development of initiatives and the resolution of issues associated with IDOC property management.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-07
Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director-SPSA-40070-37-60-000-01-02
Location:	Sangamon County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Q. Illinois Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-08
Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director-SPSA-40070-37-60-000-01-02
Location:	Cook County

The rationale for requesting this exemption is supported by the following:

1. As Client Manager #2 – Department of Human Services, this position will report to the Deputy Director of the Bureau of Property Management. This Client Manager also has substantial reporting responsibilities to the Director of the Department of Human Services (DHS) particularly on issues regarding restructuring of facility utilization, relocation of facilities and reorganizations of facilities management staff within the Department of Human Services.
2. This Client Manager works in concert with the Deputy Director on policy formulating, planning, directing, implementing and administering all property management operations for the Illinois Department of Human Services (DHS) in partnership with the Secretary of DHS; develops/revises statewide DHS facilities management policies which fix objectives and state principles to control operating objectives in DHS impacting all DHS facilities both owned and leased statewide consisting of approximately 12,200,000 square feet of facility space with authority over an annual operating budget of \$95 million; directs planning and programming for agency-wide activities mandated by Executive Order 10 (Executive Order to Consolidate Facilities Management, Internal Auditing and Staff Legal Functions).
3. Client Manager #2 – Department of Human Services administers all property management functions for the Department involving directing the planning and programming of departmental activities, integrating the plans and projections of all intra- and interdivisional and departmental organizational groups involved in the property management functions for DHS including, but

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

not limited to, organizational entities in CMS and the client agency involved in asset management, planning, transactions, property administration, contract services administration, facility management, Capital Development Board staff and all entities involved in the provision of facility and asset management.

4. This position serves as official agency spokesperson on behalf of the Deputy Director to all internal and external entities such as vendors, contractors, the public, and private and federal officials in the development of initiatives and the resolution of issues associated with DHS property management.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-08
Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director-SPSA-40070-37-60-000-01-02
Location:	Cook County

R. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Department of Central Management Services:

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) exemption of the following position:

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-09
Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director-SPSA-40070-37-60-000-01-02
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

1. As Client Manager #3 – Departments of Natural Resources and Agriculture, this position will report to the Deputy Director of the Bureau of Property Management. This Client Manager also has substantial reporting responsibilities to the Directors of the Department of Natural Resources and Agriculture particularly on issues regarding restructuring of facility utilization, relocation of facilities and reorganizations of facilities management staff within the Departments.
2. This Client Manager works in concert with the Deputy Director on policy formulating, planning, directing, implementing and administering all property management operations for the Illinois Departments of Natural Resources and Agriculture in partnership with the agencies' Directors; develops/revises statewide agencies' facilities management policies which fix objectives and state principles to control operating objectives in the agencies impacting all agencies' facilities both owned and leased statewide consisting of approximately 6,500,000 square feet of facility space with authority over an annual operating budget of \$41 million; directs planning and programming for agency-wide activities mandated by Executive Order 10 (Executive Order to Consolidate Facilities Management, Internal Auditing and Staff Legal Functions).
3. Client Manager #3 – Departments of Natural Resources and Agriculture administers all property management functions for the Department involving directing the planning and programming of departmental activities, integrating the plans and projections of all intra- and interdivisional and departmental organizational groups involved in the property management functions for client agencies including, but not limited to, organizational entities in CMS and client agencies involved in asset management, planning, transactions, property administration, contract services administration, facility management, Capital Development Board staff and all entities involved in the provision of facility and asset management.
4. This position serves as official agency spokesperson on behalf of the Deputy Director to all internal and external entities such as vendors, contractors, the public, and private and federal officials in the development of initiatives and the resolution of issues associated with client agencies' property management.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-09
Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director-SPSA-40070-37-60-000-01-02
Location:	Sangamon County

S. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Department of Central Management Services.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-10
Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director-SPSA-40070-37-60-000-01-02
Location:	Cook County

The rationale for requesting this exemption is supported by the following:

1. As Client Manager #4 – Illinois Department of Transportation and Illinois State Toll Highway Authority, this position will report to the Deputy Director

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

of the Bureau of Property Management. This Client Manager also has substantial reporting responsibilities to the agency heads of the Illinois Department of Transportation and Illinois State Toll Highway Authority particularly on issues regarding restructuring of facility utilization, relocation of facilities and reorganizations of facilities management staff within the agencies.

2. This Client Manager works in concert with the Deputy Director on policy formulating, planning, directing, implementing and administering all property management operations for the Illinois Department of Transportation and the Illinois Toll Highway Authority in partnership with the agency heads of the client agencies, develops/revises statewide client agencies' facilities management policies which fix objectives and state principles to control operating objectives in the agencies impacting all agencies' facilities both owned and leased statewide consisting of approximately 5,000,000 square feet of facility space with authority over an annual operating budget of \$33 million; directs the planning and programming for agency-wide activities mandated by Executive Order 10 (Executive Order to Consolidate Facilities Management, Internal Auditing and Staff Legal Functions).
3. Client Manager #4 – Departments of Transportation and Illinois Toll Highway Authority administers all property management functions for the agencies involving directing the planning and programming of departmental activities, integrating the plans and projections of all intra- and interdivisional and departmental organizational groups involved in the property management functions for client agencies including, but not limited to, organizational entities in CMS and client agencies involved in asset management, planning, transactions, property administration, contract services administration, facility management, Capital Development Board staff and all entities involved in the provision of facility and asset management.
4. This position serves as official agency spokesperson on behalf of the Deputy Director to all internal and external entities such as vendors, contractors, the public, and private and federal officials in the development of initiatives and the resolution of issues associated with client agencies' property management.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

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April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-37-60-000-01-10  
Division: Bureau of Property Management  
Incumbent: Vacant  
Supervisor: Deputy Director-SPSA-40070-37-60-000-01-02  
Location: Cook County

T. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) exemption of the following position:

Position Title: Senior Public Service Administrator  
Position Number: 40070-37-60-000-01-11  
Division: Bureau of Property Management  
Incumbent: Vacant  
Supervisor: Deputy Director-SPSA-40070-37-60-000-01-02  
Location: Sangamon County

The rationale for requesting this exemption is supported by the following:

1. As Client Manager #5 – Illinois Department of Military Affairs, Illinois State Police, Law Enforcement Training and Standards Board, this position will report to the Deputy Director of the Bureau of Property Management. This Client Manager also has substantial reporting responsibilities to the agency heads of the client agencies particularly on issues regarding restructuring of facility utilization, relocation of facilities and reorganizations of facilities management staff within the agencies.
2. This Client Manager works in concert with the Deputy Director on policy formulating, planning, directing, implementing and administering all property management operations for the client agencies in partnership with the agency heads; develops/revises statewide client agencies' facilities management policies which fix objectives and state principles to control operating

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

objectives in the agencies impacting all agencies' facilities both owned and leased statewide consisting of approximately 4,500,000 square feet of facility space with authority over an annual operating budget of \$31 million; directs the planning and programming agency-wide activities mandated by Executive Order 10 (Executive Order to Consolidate Facilities Management, Internal Auditing and Staff Legal Functions).

3. Client Manager #5 administers all property management functions for the client agencies involving directing the planning and programming of departmental activities, integrating the plans and projections of all intra- and interdivisional and departmental organizational groups involved in the property management functions for client agencies including, but not limited to, organizational entities in CMS and client agencies involved in asset management, planning, transactions, property administration, contract services administration, facility management, Capital Development Board staff and all entities involved in the provision of facility and asset management.
4. This position serves as official agency spokesperson on behalf of the Deputy Director to all internal and external entities such as vendors, contractors, the public, and private and federal officials in the development of initiatives and the resolution of issues associated with client agencies' property management.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-11
Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director-SPSA-40070-37-60-000-01-02
Location:	Sangamon County

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

U. Illinois Department of Central Management Services-Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-12
Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director-SPSA-40070-37-60-000-01-02
Location:	Cook County

The rationale for requesting this exemption is supported by the following:

1. As Client Manager #6 –Department of Central Management Services, Capital Development Board, Illinois Emergency Management Agency, Office of the State Fire Marshal, Illinois Criminal Justice Information Authority, Prisoner Review Board, this position will report to the Deputy Director of the Bureau of Property Management. This Client Manager also has substantial reporting responsibilities to the agency heads of the client agencies particularly on issues regarding restructuring of facility utilization, relocation of facilities and reorganizations of facilities management staff within the agencies.
2. This Client Manager works in concert with the Deputy Director on policy formulating, planning, directing, implementing and administering all property management operations for the client agencies in partnership with the agency heads; develops/revises statewide client agencies’ facilities management policies which fix objectives and state principles to control operating objectives in the agencies impacting all agencies’ facilities both owned and leased statewide consisting of approximately 4,200,000 square feet of facility space with authority over an annual operating budget of \$28 million; directs the planning and programming agency-wide activities mandated by Executive Order 10 (Executive Order to Consolidate Facilities Management, Internal Auditing and Staff Legal Functions).

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

3. Client Manager #6 administers all property management functions for the client agencies involving directing the planning and programming of departmental activities, integrating the plans and projections of all intra- and interdivisional and departmental organizational groups involved in the property management functions for client agencies including, but not limited to, organizational entities in CMS and client agencies involved in asset management, planning, transactions, property administration, contract services administration, facility management, Capital Development Board staff and all entities involved in the provision of facility and asset management.
4. This position serves as official agency spokesperson on behalf of the Deputy Director to all internal and external entities such as vendors, contractors, the public, and private and federal officials in the development of initiatives and the resolution of issues associated with client agencies' property management.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-12
Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director-SPSA-40070-37-60-000-01-02
Location:	Cook County

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

V. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-13
Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director-SPSA-40070-37-60-000-01-02
Location:	Cook County

The rationale for requesting this exemption is supported by the following:

1. As Client Manager #7 – Department of Children and Family Services, Department of Veterans' Affairs, Department of Public Aid, Department of Public Health, Illinois Council on Developmental Disabilities, Deaf and Hard of Hearing Commission, Department on Aging, Illinois Violence Prevention Authority Rights, Guardianship and Advocacy Commission, this position will report to Deputy Director of the Bureau of Property Management. This Client Manager also has substantial reporting responsibilities to the agency heads of the client agencies particularly on issues regarding restructuring of facility utilization, relocation of facilities and reorganizations of facilities management staff within the agencies.
2. This Client Manager works in concert with the Deputy Director on policy formulating, planning, directing, implementing and administering all property management operations for the client agencies in partnership with the agency heads; develops/revises statewide client agencies' facilities management policies which fix objectives and state principles to control operating objectives in the agencies impacting all agencies' facilities both owned and leased statewide consisting of approximately 3,600,000 square feet of facility space with authority over an annual operating budget of \$37 million; directs the planning and programming agency-wide activities mandated by Executive Order 10 (Executive Order to Consolidate Facilities Management, Internal Auditing and Staff Legal Functions).

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

3. Client Manager #7 administers all property management functions for the client agencies involving directing the planning and programming of departmental activities, integrating the plans and projections of all intra- and interdivisional and departmental organizational groups involved in the property management functions for client agencies including, but not limited to, organizational entities in CMS and client agencies involved in asset management, planning, transactions, property administration, contract services administration, facility management, Capital Development Board staff and all entities involved in the provision of facility and asset management.
4. This position serves as official agency spokesperson on behalf of the Deputy Director to all internal and external entities such as vendors, contractors, the public, and private and federal officials in the development of initiatives and the resolution of issues associated with client agencies' property management.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-13
Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director-SPSA-40070-37-60-000-01-02
Location:	Cook County

W. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) exemption of the following position:

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-14
Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director-SPSA-40070-37-60-000-01-02
Location:	Cook County

The rationale for requesting this exemption is supported by the following:

1. As Client Manager #6 – Department of Employment Security, Historic Preservation Agency, Department of Commerce and Economic Opportunity, Department of Labor, Office of Banks and Real Estate, Environmental Protection Agency, Department of Human Rights, Human Rights Commission, this position will report to the Deputy Director of the Bureau of Property Management. This Client Manager also has substantial reporting responsibilities to the agency heads of the client agencies particularly on issues regarding restructuring of facility utilization, relocation of facilities and reorganizations of facilities management staff within the agencies.
2. This Client Manager works in concert with the Deputy Director on policy formulating, planning, directing, implementing and administering all property management operations for the client agencies in partnership with the agency heads; develops/revises statewide client agencies' facilities management policies which fix objectives and state principles to control operating objectives in the agencies impacting all agencies' facilities both owned and leased statewide consisting of approximately 3,100,000 square feet of facility space with authority over an annual operating budget of \$30 million; directs the planning and programming agency-wide activities mandated by Executive Order 10 (Executive Order to Consolidate Facilities Management, Internal Auditing and Staff Legal Functions).
3. Client Manager #8 administers all property management functions for the client agencies involving directing the planning and programming of departmental activities, integrating the plans and projections of all intra- and interdivisional and departmental organizational groups involved in the property management functions for client agencies including, but not limited to, organizational entities in CMS and client agencies involved in asset management, planning, transactions, property administration, contract services administration, facility management, Capital Development Board staff and all entities involved in the provision of facility and asset management.
4. This position serves as official agency spokesperson on behalf of the Deputy Director to all internal and external entities such as vendors, contractors, the public, and private and federal officials in the development of initiatives and the resolution of issues associated with client agencies' property management.

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-14
Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director-SPSA-40070-37-60-000-01-02
Location:	Cook County

X. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-15
Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director-SPSA-40070-37-60-000-01-02
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

1. As Client Manager #9 – Department Revenue, Labor Relations Board, Education Labor Relations Board, Property Tax Appeal Board, Department of Insurance, Department of Professional Regulation, Department of Financial Institutions, Illinois Community College Board, Illinois Arts Council, this position will report to the Deputy Director of the Bureau of Property Management. This Client Manager also has substantial reporting responsibilities to the agency heads of the client agencies particularly on issues regarding restructuring of facility utilization, relocation of facilities and reorganizations of facilities management staff within the agencies.
2. This Client Manager works in concert with the Deputy Director on policy formulating, planning, directing, implementing and administering all property management operations for the client agencies in partnership with the agency heads; develops/revises statewide client agencies' facilities management policies which fix objectives and state principles to control operating objectives in the agencies impacting all agencies' facilities both owned and leased statewide consisting of approximately 1,200,000 square feet of facility space with authority over an annual operating budget of \$9 million; directs the planning and programming agency-wide activities mandated by Executive Order 10 (Executive Order to Consolidate Facilities Management, Internal Auditing and Staff Legal Functions).
3. Client Manager #9 administers all property management functions for the client agencies involving directing the planning and programming of departmental activities, integrating the plans and projections of all intra- and interdivisional and departmental organizational groups involved in the property management functions for client agencies including, but not limited to, organizational entities in CMS and client agencies involved in asset management, planning, transactions, property administration, contract services administration, facility management, Capital Development Board staff and all entities involved in the provision of facility and asset management.
4. This position serves as official agency spokesperson on behalf of the Deputy Director to all internal and external entities such as vendors, contractors, the public, and private and federal officials in the development of initiatives and the resolution of issues associated with client agencies' property management.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

COPY

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-37-60-000-01-15  
Division: Bureau of Property Management  
Incumbent: Vacant  
Supervisor: Deputy Director-SPSA-40070-37-60-000-01-02  
Location: Sangamon County

Y. Illinois Department of Children and Family Services – Proposed Exemption

The Department of Central Management Services is requesting 4d(3) exemption of the following position:

COPY

Dear Chairman Kolker:

Director Bryan Samuels of the Department of Children and Family Services is requesting 4d(3) exemption for the following position:

Position Title: Senior Public Service Administrator  
Position Number: 40070-16-03-300-00-01  
Bureau/Division: Legal Services – Assistant Deputy General Counsel  
Incumbent: Janet W. Ahem  
Supervisor: General Counsel  
Location: Cook County

Although this position does not meet the reporting criteria of the Commission Rules, considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption. To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Mark Magill, Unit Manager, Technical Services Division, at 782-8609.

END OF COPY

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

I am requesting that the position of Senior Public Service Administrator, 40070-16-03-300-00-01, for the Department of Children and Family Services be considered for 4d(3) exemption.

This position will function as the Assistant Deputy General Counsel for the Office of Legal Services and serve as principal policy-formulating administrator, acting in the capacity of the Chief General Counsel for designated administrative and legal

affairs, including administrative hearings and service appeals. As a licensed attorney, the incumbent of this position will formulate, develop and implement statewide policies, procedures and guidelines for the Office of Legal Services and will have significant authority to bind the agency to a specific course of action for the handling of litigation for the Department. Additionally, the incumbent of this position will participate in hearings involving complex issues of fact or law, presenting the Department's case and having significant authority to bind the agency in the resolution of these cases.

Reporting directly to the Chief General Counsel, the incumbent of this position will serve as a senior legal advisor to the Chief General Counsel, Deputy Directors and other management staff. Due to the nature and scope of the duties of this position, as well as the policy-making responsibilities, I am requesting this position be granted exempt status. Enclosed are the position description, position review/determination form, and organizational charts.

Your assistance in reviewing and forwarding this clarification to the Civil Service Commission for exemption review is appreciated.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-16-03-300-00-01
Bureau/Division:	Legal Services – Assistant Deputy General Counsel
Incumbent:	Janet W. Ahem
Supervisor:	General Counsel
Location:	Cook County

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Z. Illinois Emergency Management Agency – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Kolker:

Director Burke of the Illinois Emergency Management Agency has requested 4d(3) exemption of the following established position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-50-17-000-01-02
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

This position meets the reporting criteria of the Commission Rules, considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption. To facilitate your staff's review, I have enclosed a copy of the position description, agency's letter of request and the Mark Magill, Unit Manager, Classification Agency Services, at 785-8609.

END OF COPY

COPY

Dear Mr. Rumman:

I am requesting the attached CMS-104 job description for Senior Public Service Administrator (40070-50-17-000-01-02) be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of Paragraph 4d(3).

It appears this position qualifies for such exemption as listed below:

1. The position reports to the Director of the Agency;
2. is administratively responsible for the formulation and implementation of long-range planning and analyses of statewide public safety issues and existing or potential resources in order to formulate new statewide integrated policies, procedures and guidelines; and
3. will serve as agency spokesperson on new statewide public safety policies and initiatives to the Governor's Office, legislature, media, public interest groups and officials from federal, state, local and county public safety organizations.

END OF COPY

April 15, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-50-17-000-01-02
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

V. MOTION TO GO INTO EXECUTIVE SESSION

**WILL THE COMMISSION HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS OF DISMISSAL FILED WITH THE COMMISSION?**

VI. RECONVENE MEETING

VII. AMENDMENTS IN CLASS SPECIFICATIONS

A. Comments on Class Specifications

The class specifications revisions for the following classes were submitted by the Director of Central Management Services:

1. Plant Maintenance Engineer I (32701)  
Plant Maintenance Engineer II (32702)

The Plant Maintenance Engineer I and II classes were included in bargaining unit VR-007 effective 07/01/2000. The classes are currently compensated at the same salaries as prevailing wage rates classes called "Assistant Chief Engineer" and "Chief Engineer" (these are not State of Illinois titles) but are not subject to the 4d4 Personnel Code exclusion typical of prevailing wage rate classes. When the classes were originally included in VR-007 it was anticipated by the union that the classes would receive 4d4 exclusion. To extend 4d4 exclusion to a class it must be included as one of the titles in the "Act to standardize position titles and salary rates" (Prevailing Rate Wage Act); the Plant Maintenance Engineer I and II are not included in this list. However, the Stationary Engineer performs non-supervisory functions in power plants and is included in the list. Therefore, we have created new classes performing essentially the same functions as the

VII. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

existing Plant Maintenance Engineer I and II classes, but included in the Prevailing Rate Wage Act. These new classes should be subject to the provisions of the Prevailing Rate Wage Act.

As these classes are subject to collective bargaining, no references to line supervision have been included but lead worker responsibilities are addressed. The educational and experience requirements for the Stationary Engineer – Assistant Chief and Chief have been established as the equivalent of completion of high school and five years and seven years of experience, respectively. Although, these requirements are higher than found in the predecessor classes of Plant Maintenance Engineer I-II, all current incumbents have at least the equivalent of a high school education and will be grand fathered into the new classes. The representing union – the International Union of Operating Engineers – presented information that supports the higher requirements. The possession of a valid certificate as a Universal Technician under U.S.E.P.A. Section 608 encompasses positions which perform refrigeration/air-conditioning work that incorporates the possibility of accidental release of Chlorofluorocarbons into the atmosphere.

The increase in requirements is not sufficient to warrant an increase in pay. Since the duties of the new classes are basically identical to those of the predecessor classes, the salary rates for the new classes should be the same prevailing rate wages as the salaries of the former classes.

2. Conservation Police Officer Trainee (09345)

The length of the Conservation Police Officer Trainee training program was revised from an original time period of 18-24 months to a new time span of 12-18 months per the agency's request. The class specifications have been modified to reflect the revised training length; no other changes have been made to the specification.

No changes in compensation are recommended; the duties and responsibilities have not changed and the training period has been shortened.

B. Recommendations for Commission Action

The class specifications for revision of the following classes, submitted by the Director of Central Management Services, were found satisfactory.

VII. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

**WILL THE COMMISSION APPROVE THE CLASS SPECIFICATIONS FOR THE FOLLOWING CLASSES TO BE EFFECTIVE MAY 1, 2004?**

Revised Class

Stationary Engineer – Assistant Chief (42605)  
 Stationary Engineer – Chief (42610)

Conservation Police Officer Trainee (09345)

**WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY?**

VIII. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code, however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services consecutive non-merit report as of March 31, 2004.

	<u>2/29/04</u>	<u>3/31/04</u>
Agriculture	0	1
Arts Council	1	0
Central Management Services	3	9
Comm & Econ. Opportunity	1	1
Environmental Protection	0	1
Human Rights.	0	1
Natural Resources	4	9
Public Aid	1	4
Revenue	3	3
State Fire Marshal	1	0
State Retirement Systems	1	1
Transportation	<u>16</u>	<u>12</u>
Totals	31	42

April 15, 2004

IX. APPEALS PENDING DECISION

Dismissal

<u>Name</u>	<u>Title</u>	<u>Agency</u>	
Fred E. Elliott	Mental Health Technician III	DHS	DA-80-04

**CHARGE:** Failure to Return from Leave

Request for hearing filed: January 13, 2004

**WHAT IS THE DECISION OF THE COMMISSION?**

Dismissal

<u>Name</u>	<u>Title</u>	<u>Agency</u>	
Doreen Cordes	Mental Health Technician II	DHS	DA-06-04

**CHARGE:** Abuse of Time

Request for hearing filed: July 3, 2003

**WHAT IS THE DECISION OF THE COMMISSION?**

X. APPEALS TERMINATED WITHOUT DECISION

Listed below for the record is a summary of an appeal in which termination was achieved by action other than formal decision by the Commission. All records pertaining to the appeal are a matter of record in the Commission files.

Dismissal

<u>Name</u>	<u>Title</u>	<u>Agency</u>	
Victor Kurpita	SPSA	DHS	DA-69-04

**CHARGE:** Conduct Unbecoming A State Employee (2 counts);  
Failure to Follow Rules and Regulations of the Department of Human Services and CMS (2 counts)

Request for Hearing filed: November 17, 2003

April 15, 2004

X. APPEALS TERMINATED WITHOUT DECISION (continued)

Pursuant to an Agreed Motion To Dismiss, filed on February 19, 2004, in which the parties herein request this matter be dismissed from the docket of the Civil Service Commission, this matter was closed.

**DOES THE COMMISSION CONCUR WITH THE STAFF DECISION IN THE ABOVE MATTER?**

XI. ADMINISTRATIVE REVIEW APPEALS

<u>Case No.</u>	<u>Name</u>	<u>County</u>	<u>Record Filed</u>
04-CM-1283	Elizabeth Terrell	Cook	3-25-04
04-MR-0029	James D. Kline	Clinton	pending

XII. STAFF REPORT

XIII. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, May 20, 2004 at 10:30 a.m. in the Commission's Springfield Office.

XIV. MOTION TO ADJOURN